

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1202
		Original Date	05/16/1983
		Revised Date	10/08/2015
	Department: Recreation Resident Recreational Outings		

POLICY:

Provide all residents opportunities for community social outings whenever possible, and economically feasible.

PROCEDURE:

- 1. Outings may include, but are not limited to the following:**
 - A. Dining out in community restaurants and picnics.
 - B. Rodeos, fairs or other community events.
 - C. Attendance at school or civic organization functions.
 - D. Bus rides.
 - E. Fishing
- 2. Some outings include expenses (entrance fee, etc.) to the staff members. Staff will be reimbursed for the expense for the outing from the recreation budget according to the following guidelines:**
 - A. The expense must be approved by the Recreation Supervisor prior to the event.
 - B. The staff member will provide a cash receipt to the Recreation Supervisor who will pay the expense using a State Purchase Order.
- 3. When staff are selecting and escorting residents on an outing, as approved by the Recreation Supervisor, they have the following responsibilities:**
 - A. Residents must be approved by any of the following: Director of Nursing, Nursing Supervisor or Charge Nurse, Social Services, and/or Care Plan Team.
 - B. The participant must be clean and appropriate for the season.
 - C. The participant must have personal funds to cover any costs for the event. If personal funds are not available, the Recreation Supervisor will explore other funding possibilities.

Resident Recreational Outings

- D. Requests for funds from the business office or resident bank must be done by the Thursday one week before the activity.
- E. Handle all physical arrangements including transportation, reservations, parking, site selection and any special equipment needed.
- F. Serve as a role model for social expectations in any given setting outside the facility and handle any behavioral episodes as appropriate.
- G. Assist participants with purchasing decisions as appropriate.
- H. Assist residents, where needed, in participation skills: (selection of seat, entering and exiting of activity site.)
- I. Ensure that all safety precautions are followed in transit and at the activity site. Make sure first aid box is present and fully stocked.
- J. Ensure that all participants who leave the facility also return to the facility.
- K. Take cell phone. If a resident is injured or elopes during an activity, call your supervisor or the charge nurse and ask for assistance.

4. When conducting activities outside of the facility the following procedures will be completed:

- A. One week prior to activity the Resident Activity Form (Attachment #1) will be given to Recreation Supervisor, Resident Accounts and Food Service. On the day of the activity any changes or substitutions will be reported to the appropriate departments.
- B. Leave list of residents and discuss with nursing staff early on day of the activity those who are participating.
- C. Arrange for necessary vehicles to be used for the activity.
- D. In a timely manner, gather the participants, check for coats, sunscreen, hats and clothing as needed, and load vehicles at the pre-determined exit.
- E. Upon return, assist residents back into the building. Have residents sign any Resident Accounts voucher slips needed.
- F. Park vehicle, lock it, check for any items left by residents, ensure vehicle is clean and return keys.
- G. Hand in all signed vouchers with receipts to the Recreation Supervisor by 5:00 pm of the day of the activity if possible, or by 9:30am of the next working day.

5. Recommended staffing levels for social outings:

- A. 1-6 residents: 2 recreation and/or care staff
- B. 7-14 residents: 3 recreation and/or care staff
- C. Residents from Locked Unit may require additional staff.
- D. The cell phone will be taken for all outings.
- E. Recommended staffing levels may be adjusted by the care plan team, or the Director of Nursing or the Director of Clinical Support Services based on the specific circumstances of the outing.

6. Bus Rides

- A. All resident bus rides require minimum of 2 staff.
- B. The cell phone will be taken.